

REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Tuesday, September 19, 2017

Res #42-#57

Pursuant to notice previously given, a Regular Meeting of the Board of Directors of the Council of Unit Owners of Mutual 14 - Condominium of Rossmoor, Inc. was held in the Sullivan Room of the Administrative Building, on Tuesday September 19, 2017 at 9:30 a.m.

Directors Present: Linda O'Neil, President; John Radcliffe, Vice President; Beth Leanza, Secretary; Barbara Palmer, Treasurer; Barbara Martin; Jim Moores; Leona O'Reilly, Directors.

For Management: Kevin Flannery, General Manager; Kenia Ibanez, Mutual Assistant; Jocelyn Ruiz, Mutual Assistant.

Visitors: Pat Leanza, Harold Crisp, Jackie Rabinow, Dorothy Taylor, Carolyn Taylor, Gail Rosenberg, Mary Lamb, Elinor Walker, Kathy Viney, Richard Bambach, Carol Emel, Stephanie Sidella, Cathy Madden, Jessie Fitzpatrick, Maxine Hooker, Gloria McQueen, Jim O'Neil, Ron Krams, Sharon Moores, Ruth Hunter, Don Pruett.

1. Call to Order - Mrs. O'Neil called the meeting to order at 9:30 a.m.
2. Welcome Visitors - Mrs. O'Neil welcomed visitors to the meeting.
3. General Manager's Report - Kevin Flannery presented the General Manager's Report for the month of September 2017. The report was received, noted and made part of the record.
4. Adoption of Agenda - The agenda was approved as presented.
5. Approval of Minutes - The minutes for August 15, 2017 were approved as presented.
6. Approval of Closed Meeting Minutes - The approval was postponed.
7. President's Comments -

A. There have been some questions and comments about consulting with attorneys. The attorney is contacted when it is beyond management scope such as liens, CCOC complaints, ejections, amendment to bylaws and etc. The President usually takes initiative when necessary to seek legal console via phone call and/or email.

8. Reports- Officers/ Committee Chairs

A. Secretary's Report- Leanza-

(1) Status Report - (attachment 1) - Copies of the report were made available to the Board and reviewed by Mrs. Leanza.

B. Treasurer's Report- Palmer:

(1) Current Invoices -

- |    |          |  |
|----|----------|--|
| 1. | \$45.00  | LWMC #114618 - Reset Elevator at 3510 Forest Edge Dr.  |
| 2. | \$48.12  | LWMC #113684 - Filled in mortar joint at base of patio brick wall at (Bldg. 13)                      |
| 3. | \$55.50  | LWMC #114515 - Cleaned all gutters and underground pipe at 2 Vantage Hill Ct. O'Reilly, Leona)       |
| 4. | \$259.00 | LWMC #115196 - Removed all weeds around the transformer cages  |
| 5. | \$268.00 | Rees Broome, PC #1015686 - Prepare Notice of intent to record a lien for 3510 Forest Edge Dr. #16-3E |
| 6. | \$357.50 | Rees Broome, PC #1015455 - For Professional services rendered for email issue                        |
| 7. | \$665.37 | Schindler #7152575403 - Elevator out of service at 3511 Forest Edge Dr.                              |
| 8. | \$52.61  | Reimburse Patrick Leanza for light bulbs.  |

Upon motion duly made by Bobbie Palmer and seconded by Jim Moores the Board agreed (1 in favor (Bobbie Palmer); 4 opposed (John Radcliffe, Beth Leanza, Barbara Martin, Leona O'Reilly; 1 abstained (Jim Moores):

To approve the payment of the List of invoices (8/15/17 through 9/19/17) except #6 under \$1,000.00.

**The motion failed**

Resolution #42, 9/19/17

Upon motion duly made by John Radcliffe and seconded by Beth Leanza the Board agreed (4 in favor (John Radcliffe, Beth Leanza, Barbara Martin, Leona O'Reilly 1 opposed (Bobbie Palmer); 1 abstained (Jim Moores):

To approve the payment of the List of invoices (8/15/17 through 9/19/17) under \$1,000.00 in the amount of \$1,751.10.

Resolution #43, 9/19/17

Upon motion duly made by Bobbie Palmer and seconded by John Radcliffe, the Board agreed:

To approve the payment of the following invoices over \$1,000.00

1. \$10,000 Dynalectric #TM67887 - Partial Billing Per Quote #0516-0771 - Replace sprinkler heads in the trash rooms, eight in total.

Resolution #44, 9/19/17

2. \$59,596.00 Dynalectric #TM67917 - This invoice is partial payment to Relocated panels and services in 7 bldgs.

Resolution #45, 9/19/17

3. \$1,038.00 Orkin - Account #25524136

Resolution #46, 9/19/17

Upon motion duly made by Bobbie Palmer and seconded by John Radcliffe, the Board agreed:

To approve the following Insurance Claim:

1. \$450.56 Date of Occurrence: 6/21/ 17 - Toilet & Shower Drain were backing up in master bath - Water damage clean-up at 3501 Forest Edge. Dr. #14-1G (Baltrotsky) Rosenberg,

Resolution #47, 9/19/17

- \$1,165.73 Date of Occurrence: 1/27/17 - Master bath toilet overflowed. Affected 3 condos Only 3F decline A&A & Cleaned up self.

Water damage clean - up at 15100 Glade Dr. #11-3F  
(McQueen, Alan)

Resolution #48, 9/19/17

Upon motion duly made by Bobbie Palmer and seconded by John Radcliffe, the Board agreed:

To authorize the Mutual Assistant to send a letter to request reimbursement from the owner at 15100 Bassett Lane #11-3F in the amount of \$1,165.73 to the Mutual.

Resolution #49, 9/19/17

C. Property Maintenance - Pat Leanza provided a written report from the PMC meeting.

Hal Crisp reported on the following:

- (1) Fire Alarm update - - Dynaleetric has installed the new panels, bells and pull stations have been installed in Building 14-17 and are operating on the new system. Some minor electrical work needs to be done. The sprinkler plumbing, flow valve and valve sensor items will have work begun the week of Sept 18. Final County inspection for these 4 Buildings is expected in October provided outside monitoring has been approved.

Pat Leanza reported the following:

- (1) Sunrooms Inspection and Moratorium - Colin McKenzie inspected 5 balconies. It is expected that he will recommend repairs be made to four of them (11-1C, 11-1E, 13-1C & 15-1G). He indicated he will be doing some load analysis, which could lead to recommendations for stronger materials than used in previous repairs.
- (2) Mice - Orkin has baited the attics. PPD will be contacted to check for further infestation.
- (3) H&H Proposal -

Upon motion duly made by Beth Leanza and seconded by Jim Moores, the Board agreed:

To approve the H&H proposal and payment for asphalt and concrete replacement of Glade Drive from Building 10 to the intersection of Interlachen Drive. In addition, the drains and concrete swells between Building 10 and 11 will be replaced. These repairs will be paid for from the Replacement Reserve Fund in the amount of \$57,938.00.

Resolution #50, 9/19/17

D. Building Rep. Committee - None.

E. Landscape Committee - Sharon Moores reported that a walkthrough took place September 13<sup>th</sup> and letters will be mailed out to owners with bad gardens.

F. Social Committee - Sharon Moores reported there were 90 people in attendance at the September 14<sup>th</sup> picnic. The Halloween Party will be on October 27<sup>th</sup>.

G. Rules Committee - None.

9. Unfinished Business -

A. Rental Policy - John Radcliffe and Bobbie Palmer have been working on the Rental Bylaw Amendment. The letter will go out earlier than October 2<sup>nd</sup> with a return stamped envelope for voting on the amendment. The ballots will be placed in a sealed box and counted by Corporate staff and 2 volunteer residents. A roster will be maintained to keep a tally on who voted but not how they voted.

Upon motion duly made by John Radcliffe and seconded by Bobbie Palmer, the Board agreed:

To approve to mail out the proposed rental bylaw amendment no later than October 2<sup>nd</sup> with a ballot and a return stamped envelope.

Resolution #51, 9/19/17

10. New Business -

A. Budget Letter - The Board reported that the proposed budget was sent out for 30- day review. The Budget will be approved at the next month's meeting.

B. Trust Agreement Amendment -

The Board of Directors of Mutual 14 approve the language of the amendment and authorizes their representative to the LWCC Board of Directors to vote in favor of amending Trust Agreements I and II by deleting the current language in Section V (K) and replacing it with the proposed Section V (K):

Section V, Duties, Compensation, and Reimbursement of Trustee

Proposed:

Only banks and savings institutions that are FDIC insured and domiciled in the United States will be eligible, as well as credit unions that are insured by the National Credit Union Share Insurance Fund and domiciled in the United States or in investment programs collateralized by U.S. Treasury securities.

Resolution #52, 9/19/17

C. 2018 M&O Agreement - The Board will review the 2018 Management & Operating Agreement and ask any questions if needed.

D. 2017 Audit Engagement Letter -

Upon motion duly made by John Radcliffe and seconded by Leona O'Reilly, the Board agreed:

To approve the 2017 Audit Engagement Letter.

Resolution #53, 9/19/17

E. Receiving Emails for Mutual 14.org - The Board discussed if a Board member should be the designated person to receive the emails send to the website. The Board will review the website and have further discussions.

F. ABM: 15100 Glade Dr. #11-2G -

Upon motion duly made by John Radcliffe and seconded by Leona O'Reilly, the Board agreed:

To approve the ABM for 15100 Glade Dr. #11-2G to replace the windows.

Resolution #54, 9/19/17

G. ABM: 15143 Vantage Hill Rd. -

Upon motion duly made by John Radcliffe and seconded by Leona O'Reilly, the Board agreed:

To approve the ABM for 15143 Vantage Hill Rd. to replace existing defective patio door.

Resolution #55, 9/19/17

H. ABM: 15133 Vantage Hill Rd. -

Upon motion duly made by John Radcliffe and seconded by Leona O'Reilly, the Board agreed:

To approve the ABM for 15133 Vantage Hill Rd. to renovate the kitchen.

Resolution #56, 9/19/17

11. LWCC Advisory Committees -

A. Education/ Recreation - Beth Leanza provided a written report and reported the following highlights.

- (1) Residents interested on being on an advisory committee should fill out the application before October 27<sup>th</sup>.
- (2) Walkathon of Leisure World Blvd. on October 6.
- (3) Flu clinic schedules are up.
- (4) The new fitness center had their grand opening on September 14<sup>th</sup>.

- B. Restaurant – James Moores reported that there are no hooks under the bar for purses, the restaurant is interesting in buying round tables.
  - C. Emergency Prep – J. Donald Pruett - The Fire safety forum will be on Tuesday, October the 24<sup>th</sup> from 10am to 12pm.
  - D. Security/ Transportation – J. Donald Pruett - Two people attended the meeting to speak about ID badges. The family can identify the individual with the ID badge.
12. Open Forum – Jackie Rabinow, Jim Moores, Kathy Viney, Dorothy Taylor, Carolyn Taylor, Maxine Hooker, Jessie Fitzpatrick, and Ron Krams spoke.

Upon motion duly made by John Radcliffe and seconded by Jim Moores, the Board agreed:

To hold a Special Meeting to discuss two (2) separate issues. Both parties will be notified about the selected dates.

Resolution #57, 9/19/17

13. Next Meeting – Tuesday, October 17, 2017 at 9:30 a.m. in the Sullivan Room
14. Adjournment - The meeting was adjourned at 11:26 a.m.

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Elizabeth Leanza, Secretary